



# Land Disturbance Permit Issuance Checklist

290 E Central St Springfield, MO 65802 ·

Phone (417) 864-1944 · Fax (417) 864-1499 · Email: [sedavis@springfieldmo.gov](mailto:sedavis@springfieldmo.gov)

*This checklist is designed to help Land Disturbance Permit applicants keep track of all the major components that will be necessary before a Land Disturbance Permit can be issued:*

## APPLICATION SUBMITTAL

1. \_\_\_\_ City Land Disturbance Permit (LDP) application has been submitted.
  - a. Obtain the form from the 2<sup>nd</sup> floor of the Environmental Resource Center or visit our website, <http://www.springfieldmo.gov/landdisturbancepermit>.
  - b. If you have any questions about beginning this process, visit Sarah Davis or Sonny Decker, on the 2<sup>nd</sup> floor of the Environmental Resource Center.
2. \_\_\_\_ Storm Water Pollution Prevention Plan (SWPPP) has been submitted.
  - a. Guidance and information about creating a SWPPP, including a template, can be found by visiting our website, <http://www.springfieldmo.gov/erosionsedimentcontrol>.
  - b. Submit the SWPPP, preferably with the LDP application, through the ePlans program. Include the document under "Reports and Specifications."

---

## DOCUMENTS, PERMIT FEE AND SECURITY REQUIREMENT

3. \_\_\_\_ SWPPP has been accepted.
  - a. Once the SWPPP has been reviewed, and any comments have been addressed, an approval letter will be sent to the designer detailing the remaining steps in order for the City LDP to be issued.
  - b. Follow the remaining steps addressed in the letter. These steps could vary from project to project.
4. \_\_\_\_ Secure a State Missouri DNR Operating Permit.
  - a. State Operating Permits are now issued online through ePermitting: <http://www.dnr.mo.gov/env/wpp/epermit/help.htm>
  - b. Submit a copy to Sarah Davis via a paper copy (this can be done on the 2<sup>nd</sup> floor of the Environmental Resource Center) or a digital copy emailed to: [sedavis@springfieldmo.gov](mailto:sedavis@springfieldmo.gov).
5. \_\_\_\_ City Land Disturbance Permit fee has been paid.
  - a. City Land Disturbance fees are: <5 acres = \$390, 5-20 acres = \$680, and >20 acres = \$1,175.
  - b. Submit your LDP fee to the front desk of the Public Works Department, located on the 2<sup>nd</sup> floor of the Busch Building.

6. \_\_\_\_ Security requirement has been submitted.
- a. If you have a **Cash Escrow**, complete and turn in the following documents.
    - i. Check made out for the correct amount
    - ii. Agreement to Complete Land Disturbance Permit Requirements signed by property owner
    - iii. Escrow Agreement to Secure Completion of Land Disturbance Permit Requirements
  - b. If you have a **Letter of Credit**, complete and turn in the following documents:
    - i. Letter of Credit to Secure Requirements of Land Disturbance Permit signed by the bank officer and the developer
    - ii. Agreement to Complete Land Disturbance Permit Requirements signed by property owner
7. \_\_\_\_ Any additional relevant local, state, or federal permits have been issued and copies submitted to the City.
- a. This could include Army Corps of Engineer 404 Permits, Missouri DNR 401 Certifications, City Floodplain Development Permit, etc.
  - b. If the permits have already been received, then attach them to the SWPPP and submit them at that time. Otherwise, submit copies of the permits to the City via a paper copy (this can be done on the 2<sup>nd</sup> floor of the Environmental Resource Center) or a digital copy emailed to Sarah Davis at [sedavis@springfieldmo.gov](mailto:sedavis@springfieldmo.gov).
- 

#### **PRE-CONSTRUCTION MEETING AND INITIAL BMP INSPECTION**

8. \_\_\_\_ Pre-Construction meeting has been completed.
- a. Pre-Construction meetings can be scheduled by contacting Sarah Davis (417-864-1944) or Sonny Decker (417-838-9214).
  - b. Pre-Construction meetings **must** be attended by the grading contractor and whoever will be performing the self-inspections. Pre-construction meetings are held on the 2<sup>nd</sup> Floor of the Environmental Resource Center and include a short training session on management of the SWPPP and conducting inspections.
  - c. Installation of the erosion and sediment control Best Management Practices (BMPs) is the only work that may be performed at the site.
9. \_\_\_\_ Initial Best Management Practices (BMPs) inspection meets compliance.
- a. Initial BMP inspections can be scheduled by contacting Sarah Davis (417-864-1944) or Sonny Decker (417-838-9214).
  - b. If the inspection meets compliance, then a City Land Disturbance Permit will be issued on-site.

If you have any questions or comments, please contact Sarah Davis at (417) 864-1944 or [sedavis@springfieldmo.gov](mailto:sedavis@springfieldmo.gov). Or visit our website, <http://www.springfieldmo.gov/erosionsedimentcontrol>.